Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**English**	60

COs:

1. Able to communicate skillfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. The life of great personalities will motivate them to toil to be successful
4. Learn and gain fluency in the English language and conversation.
5. Become efficient in reading and writing skills.
6. The drafting skills of the learners will be honed through grammar and writing skills
7. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	**PROSE** I) Sudha Murthy II) Devender Pal Singh III) Jadav Payeng IV) Spoken English and Broken English – G.B Shaw	**10**
II	**PROSE** 1. Why a Start-up Needs to Find its Customers First-Pranav Jain 2. Rahul Bajaj 3. Sreelakshmi Suresh 4. The Eyes Are Not Here by Ruskin Bond	**10**
III	**III Grammar** I) Tenses II) Voices III) Narration	**10**
IV	**Communication and writing skills** I) Notice II) Agenda III) Minutes	**10**
V	**Employability Skills** I) Goal Setting II) Presentation Skills III) Time Management	**10**
VI	**Skill Enhancement Module** Visit to Bank or Industry	**10**

Course Outcomes of Skill Enhancement Module :
The students will be able to:
1. Acquaint with work culture in Bank
2. Acquaint with the use of ICT in Finance sector
3. Acquaint with Management Skills in the industry
i) Assignment: A Report on Visit to Bank or Industry
ii) Class Test: Sharing experiences on visited Bank or Industry

Reference Books:
1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. 'Expressions' by Dr. Uday Navalekar, Published by Pimpalapure Book Distributors
4. A Course in English Grammar - R.N Bakshi (Orient Blackswan)
Prescribed Textbook: 'Oasis' by Board of Editors & Published by Orient Blackswan

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**English (Business Communication Skill in English) AEC**	15

COURSE MATERIAL : ENGLISH USAGE IN COMMUNICATION
i) Varieties of English
      American and British English
      Indian English
ii) Non- verbal Communication
iii) The Elevator Pitch
iv) ICT and the use of English

Unit - I
  A) Prose
i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each.   = 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 5 marks each.   = 6 Marks

Unit - II
B) Prose
i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each.   = 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.   = 6 Marks

Unit - III
Grammar

I) Tenses	**4 Marks**
II) Voices	**4 Marks**
III) Narration	**4 Marks**

Unit - IV
Communication and Writing Skills

I) Notice	**4 Marks**
II) Agenda	**4 Marks**
III) Minutes	**4 Marks**

Unit - V
Employability Skills

I) Goal Setting	**4 Marks**
II) Presentation Skills	**4 Marks**
III) Time Management	**4 Marks**

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I and II   (each MCQ carries 2 Marks)

20 Marks

Internal Assessment (SEM)

I) Assignment	**10 Marks**
II) Class Test	**10 Marks**

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Part B

Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**Supplementary English**	60

COs

1. Able to communicate skillfully in Business correspondence

2. Acquaint with the work culture in corporate world

3. Learn and gain fluency in the English language and conversation.

4. Become efficient in reading and writing skills.

5. The drafting skills of the learners will be honed through grammar and writing skills

6. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	**PROSE** I) The Selfish Giant- Oscar II) India, What it can it Teach us?- Max Muller III) Of Travell - Francis Bacon	**10**
II	**PROSE** I) The Double Aspect of Goodness- G.H. Palmer II) The Globe of Gold - Bankim Chandra Chattopadhyay III) The Money Box- Robert Lynd	**10**
III	**POETRY** I) Good bye Party to Miss Pushpa T.S. - Nissim Ezikel II) Mending Wall - Robert Frost III) After Death- Christina Rosetti	**10**
IV	**Writing Skills** I) Creative Writing : Short Story, Expansion of Idea, Poetry Writing, etc. II) Content Writing : For Website, Book Blurb, etc.	**10**
V	**GRAMMAR** 1. Subject – Verb Agreement 2. Some Problematic Verb Patterns 3. Question Tags 4. Short Responses	**10**
VI	**Skill Enhancement Module** Vocabulary Expansion a) Some common foreign words used in English b) Words with more than one grammatical function and mean in	**10**

Cos:

The students will be able to:

1. Develop Vocabulary

2. Develop Spelling sense

i) Assignment: Vocabulary Expansion ii) Class Test: Spelling Test

Reference Books:
1. 'Wren & Martin High School English Grammar and Composition Book, Revised By <u>Rao N.D.V. Prasada</u> Imprint by S Chand Publishing.
2. 'ESSENTIAL ENGLISH GRAMMER' by Raymond Murphy, Published By Cambridge University Press.
3. 'Practical English Usage' by Michael Swan's by Oxford University Press.

Prescribed Textbook :
4. **SINGING BIRD** by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**Supplementary English (Business Communication Skill in Supplementary English) AEC**	15

Course Material : Creative Writing

Personal Essay

Memoir

Short Speech

Story Writing

Unit : I

A) Prose i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each.
=6Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.
=6Marks

Unit : II

B) Prose i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each.
=6Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.
=6Marks

Unit : III

C) Poetry i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each.
=6Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.
=6Marks

Unit : IV

Writing Skills

I) Comprehension   6 Marks

II) Group Discussion   6 Marks

Unit : V

Grammar

1. Subject – Verb Agreement   3 Marks

2. Some Problematic Verb Patterns   3 Marks

3. Question Tags   3 Marks

4. Short Responses   3 Marks

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I, II and III   (each MCQ carries 2 Marks)
20 Marks

Internal Assessment

I) Assignment   10 Marks

II) Class Test   10 Marks

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Marathi**	45

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods

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Part B

Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Hindi**	45

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VI	**Skill Enhancement Module** □ Ĥ□□□□[, f□□□□□, f□□□ f□□□□ f□□□□ □□ □f□□□□k □×□□f□ f□□□ □□ □□ □□ □□¢×□□□ □□□□	07

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Hindi (Communication Skill in**	15

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce　　　　　　　　　　　　**Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Sanskrit**	45

Course Outcomes :

This course will help Students to –

- Study of Sanskrit has a wide scope in the field of Translation. So many Sanskrit manuscripts are there still untouched, which, if translated into other languages, would be a great serve to the mankind.
- Transliteration is one of specialties of Sanskrit Language. Sanskrit text can be transliterated into other foreign languages for a better understanding of Indian Culture and Heritage.
- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
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V	**Skill Enhancement Module**	09
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   (Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. Jayshree Sakalkale)

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   https://youtu.be/bY0sEHjtQLE

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3. **Swayam**   https://onlinecourses.nptel.ac.in/noc22_hs114/preview

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Sanskrit (Communication Skill in Sanskrit) AEC**	15

Course Material –

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□   3. (a) Long answer question (one out of two)   : 10
□   (b) Reference to Context   (one out of two)   : 05
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□   (b) Reference to Context   (one out of two)   : 05
□   5. Multiple Choice Questions (Ten)   : 20
□   **Internal marks (SEM)**
□   Total marks - 20
¢   6. Home Assignment   : 10
□)   7. Oral Test   : 10

Question Paper Pattern

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Pali and Prakrit**	45

Programme Outcomes -
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Unit	Contents	No. of Periods
Unit-I VÉÉÉiÉÉ EòÉÉ	1) °ÉO{{EÉ®Éò VÉEÉiEÉ 2) EÒÖÉ]ÉÉïhÉEÉ´Éª VÉEÉiEÉ	09
Unit-II IÉä®ö0MÉÉIÉÉ	1) JÉä¨ÉiÉ±Éä®ö0 2) ÊEÉ¶ÉEMÉÉÉÉiEÉEÒ	09
Unit-III vÉ¨ÉÉÉ{Éni	1) ¤ÉÉ±ÉMÉMMÉ 2) {ÉÆÉEÉÉbäiÉMÉMÉ	09
Unit-IV vÉ¨ÉÉÉ{Éni	1) {ÉO{É¡ô0 ´ÉMMÉ 2) +®½xiÉE´ÉMMÉ	09
Unit - V	Skill Enhancement Module {EÉ±ÉÒ Ê¨ÉÉiÉÉ É °ÉÆ¨ÉÉhÉEÉò	09

Course Outcomes of SEM

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11) Email Wikipedia, ebooks, Apps, News paper, Magazines, Paint Social Media, You Tube etc.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Pali and Prakrit (Communication Skill in Pali and Parkrit) AEC**	15

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Part B

Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-23	**Financial Accounting**	75

Course outcome :

1. Rectification of Journal entry
2. Student acquire the knowledge of nonprofit organization
3. Prepare the all types of cooperative society account
4. Students should be acquired partnership farm accountancy
5. The bill of exchange contest and unconditional order to pay a create amount on as agree day.

Unit	Topic	No. of Periods
I	Final Account of individual, manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment entry.	13
II	Bill of Exchange	13
III	Accounts of Non-profit organization.	13
IV	Final Accounts of co-operative societies.	12
V	Final Accounts of partnership Firms, Basic Terminology, Method Capital.	12
VI	**Skill Enhancement Module** :- 1) Finalization of Accounts with the help of Tally 2) Visit to office of C.A. and submission of visit report.	12

Books recommended :

1) Financial Accounting : Dr.L.K.Karangale, Dr.W.D.Golait, Dr.Arun Yeole,Prashant Publication, Jalgaon

2) Financial Accounting : Dr.Sanjay P.Kale, Dr.Arun N.Dasode,Saijyoti Prakashan, Nagpur

3) Financial Accounting : Dr.Prof.Pradip Wath, Dr.Raju Jadhao, Dr.Rajendra Selukar

4) Financial Accounting : Ku.Jaiprabha Mahadev Bhagat, Aakash Anandrao Budhe

5) Advanced Accountancy : R.R.Gupta

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-24	**Business Economics**	75

Course Outcomes
1. Examine the difference between business and managerial economics.
2. Application of Discriminative nature of monopolist.
3. Application of monopolistic competition, oligopoly, and perfect competition
4. Application of demand and supply pattern of rent and wage.
5. Application of the theories of interest and profit.

Unit	Content	No. of Periods
I	**Business and Managerial Economics:** 1.1 Meaning and characteristics of Business Economics. 1.2 Meaning and characteristics of Managerial Economics. 1.3 Nature and Scope of Managerial Economics. 1.4 Objectives and Importance of Managerial Economics. 1.5 Relation of Managerial Economics with Business Economics	13
II	**Market Structure: Monopoly** 2.1 Meaning and classification of Markets. 2.2 Working of Price Mechanism. 2.3 Monopoly: Meaning and Characteristics. 2.4 Price determination under monopoly 2.5 Price discrimination under monopoly.	13
III	**MARKET STRUCTURE : Competitive Market** 3.1 Monopolistic competition: Meaning and Characteristics. 3.2 Price determination in monopolistic competition. 3.3 Oligopoly: Meaning and Characteristics. 3.4 Price determination under Oligopoly. 3.5 Perfect competition: Meaning, Characteristics and Price Determination.	13
IV	**FACTORS PRICING: LAND & LABOUR** 4.1 Factors Inputs: Nature, Demand &Supply 4.2 Marginal Productivity Theory. 4.3 RENT: Concept, Ricardian Theory, Quasi Rent. 4.4 WAGES: Meaning & Types. 4.5 Determination of wages.	12
V	**FACTORS PRICING: CAPITAL & ENTREPRENURSHIP** 5.1 INTEREST: Concept and time preference. 5.2 Loanable funds and Liquidity preference theory of Interest. 5.3 PROFIT: Meaning and Definition. 5.4 Dynamic & Risk bearing theory of Profit. 5.5 Innovation theory of Profit.	12
VI	**Skill Enhancement Module** Application of Price Determination for consumer products and services and factors of productions.	12

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi
4. +IÉÇ¶ÉÊ°jÉtSÉÊ'äùÉ.ÆÉÊÉÊ Vål.Bxɳ. ZÉÉ´É®äù, É¦{É3É{ÉÚ®äÿ¡É¾ÉÊ¶xÉ
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9. Business Economics : Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Shri Sainath Prakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree Mangesh Prakashan, Ramdaspeth, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur
13. ªÉÉ´É¶ÉÉÊ¶ÉÉÊ°ªÉÉ+ +IÉÇ¶ÉÉÊ°¶{É (¨ÉÊÉÊ`öÓ +É´ÉÞkÉÉ) : b÷ÉË.¸Éì.,VåÊBxÊ.ZÉÊ´ÉÉÊ¶ä&Co. Publishers, Nagpur

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Part B

Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-25	**Principle of Business Organization**	60

COURSE OUTCOMES

The students will be able to:
1) To Familiar with business organization.
2) Understand the concepts related to Business policies.
3) Demonstrate the roles, skills and functions of management.
4) To diagnose and solve organizational problems and develop optimal managerial decisions.

Unit	Topic	No. of Periods
I	**Commerce and Industry** ❖ Commerce and Industry - Meaning, Scope and Evolution ❖ Industrial Revolution- Its Effects ❖ Emergence of Indian MNC ❖ Recent Trends in Business World ❖ Indian Business in New Millennium.	10
II	**Business** ❖ Business Sectors and Its Form ❖ Forms of Business Organization ❖ Unorganized Business- Peddlers and Hawkers, Market Traders and Street Traders ❖ E-Commerce - Concepts and Scope ❖ E- Tailers, Cashless Transaction and Its various modes1	10
III	**Entrepreneurship Development** ❖ Concepts: Function and Need ❖ Entrepreneurship: Characteristics and Competencies ❖ Process of Entrepreneurship Development ❖ Entrepreneurship Values: Attitudes and Motivation - Meaning and Concepts	10
IV	**New Enterprises** ❖ Decisions in Setting up Enterprises ❖ Opportunity and Idea Generation ❖ Role of Creativity and Innovation ❖ Feasibility Study and Business Plan ❖ Business Size and Location Decision	10
V	**Trade in India** ❖ Whole Sale and Retail Trade ❖ Malls, Super Markets, Hypermarket ❖ Stores-Speciality, Convenience, Departmental and Discount ❖ Transport, Insurance, Communication and Other Services ❖ Import E port Trade Procedure	10
VI	**Skills Enhancement Module (SEM)** ❖ Visit any local organization / local governing bodies (Panchayat Samittee Offices / Magarparishad / Municipal Corporation) and Prepared Report ❖ Gathered details about any ISO- 9000 certified organization	10

	❖ Gathered details on administrative audit report and methods adopted by any organization.	
	❖ Report on motivational tools for employees adopted by any organization.	
	❖ Report on contribution of any organization for conservation of environment, energy and heritage.	

BOOKS RECOMMENDED
1. Organization : Text, Cases and readings on the Management of Organizational Design and Change, J.P. Kotter, L.A. Schlesinger and V. Sathe
2. Business Organization & Management, Mr. Mahesh Chaudhary
3. Business Organization & Management, Kaul V (Pearson Education 2012)
4. Business Organization & Management, Tulsian P and Pandey V (Pearson Education 2011)
5. Business Environment, Cherunilam F. (Himalaya Publishing House 2010)
6. Business Sutra, Pattnaik D. (Aleph Book Company 2013)
7. Organizational Traps : Leadership, Culture, Organizational Design, Chris A (Oxford University, Press 2010)
8. World Class in India, Piramal G and Ghoshal S (Penguin India 2002)
9. Business Maharajas, Parimal G (Penguin India 2011)
10. On Becoming a Leader, Warren B. (Perseus Books Group 2009)

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Part B

Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	**Computer Fundamental & Operating System II**	45

- **Course Outcome**
  The students will be able to-
  1. Get basic introduction of Computer and mobile operating systems
  2. Know concept of windows versions.
  3. Create and delete file in File Explorer.
  4. Know concept of modern communication and network topologies.
  5. Create e-mail account and compose e-mail massage.
  6. Create table, utilizing existing Template provided by Microsoft and add customization on Template according to user needs.
  7. Identify steps in the process and complete an activity to create a mail merge.
  8. Develop the skill of power point programs.
  9. Insert various graphical object on slide.
  10. Add different Transition, Animation, Sound and Timing effect to Slide.
  11. Run a presentation on computer screen.

Unit	Topic	No. of Periods
I	**Operating System (OS):** **Operating System Basics:**Introduction, Definition, Basic Functions. **Types of Operating Systems:** Batch OS, Single User, Multiuser, Time Sharing/Multitasking OS, Real Time OS, Distributed OS, Network OS and Mobile OS. **Concepts of Popular Operating Systems:** MS DOS, Microsoft Window, UNIX, LINUX, Apple iOS,Google Android, BlackBerry, Macintosh.	**09**
II	**MS-WINDOWS:** **Concept &Version of Windows:** Windows 1.0, Windows NT, Windows 95, Windows 98, Windows XP, Windows 7 and Windows 8 **Windows 10:**Introduction, Features,Screen Element of Window 10. Desktop: This PC, Icons, Recycle Bin, Microsoft Edge (Browser), Taskbar, Start Menu, Notification area. Manage Files and Folders with File Explorer:Creating, Deleting, Opening, Copying, Moving And Renaming Files and Folders. Microsoft Cortana; meaning and features.	**09**
III	**Modern Communications: (Concept 0nly)** Definition, Characteristics of Modern communication Technology. Communications Methods; SMS (Text Massaging), IM (Instant Massaging), Voice Calling, Video Chat, Blogging, Social Media and e-mail. Audio and Video Conferencing tools: concept and features of Zoom, Google Meet, Google Hangouts, Skype and YouTube. Networking: Concept, Topology. Network types:PAN, LAN, MAN and WAN. Communication Devices: Smart Phone, Bandwidth; Modem, Wi-Fi, Bluetooth	**09**
IV	**AdvancedTable, Graphics and Mail Merge: [MS-WORD 2013/2016]** **Working with Tables:**Creating, Inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows & Columns. Adding Border & Shading to Table, Convert Text to Table.	**09**

	Illustrations and Objects: Insert Pictures, SmartArt, Shapes, Screenshot, Hyperlink, Text Box, WordArt, Drop Cap and Symbol. **Document Designing:** Themes, Watermark, Page Color, Page Border. Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.	
V	**PowerPoint Presentation: [2013/2016]** **Concept of Presentation:** MS-PowerPointScreen, Creatinga new Presentation Using a Template. **Inserting and Editing:** Text,Pictures, screenshot, Shapes, SmartArt, WordArt, Video and Audioeffects. **Formatting Slide:** Resizing and Scaling an Object, Slide Size, format background and Changing Slide layouts. Slide Effects; Adding Transition and Animation effect, Setting Slide Show Timings, Different Slide Views, Running a Slide Show, Saving, Sharing and Printing a presentation.	**09**

Books Recommended :
1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. Introduction to IBMPC & Applications-Taxali.
5. Computer Fundamentals & Operating System : Dr. Sanjay Kadu, Dr. Arun Harne
6. MS-OFFICE (PHI)
7. MS-OFFICE (BPB)
8. MS-OFFICE (TMH)
9. Yeats : SystemsAnalysis & Design ; Macmillan India, New Delhi.
10. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
11. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapure &Co. Pub.,Nagpur.
12. Principals of Computer, By Prof. S. M. Kolte, Pimpalapure & co. publisher, Nagpur.
13. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, Dr Sushant Jadhao
14. Computer Fundamentals & Operating System, Dr Sanjay Tidke, Aakash Bele
15. Computer Fundamentals & Operating System : Prof.Sunil Ishwarkar, Prof. Sharad Kulat

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce   **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	**Computer Fundamental And Operating System-II (Practical)**	15

- **Course Outcome:**

Students will be able to do at the end of practical's:
1) Know how to organize files/folder in File Explorer
2) Understand different customization setting in windows 10.
3) Create windows login Account which is necessary for Windows 10
4) Create table, utilizing existing Template provided by Microsoft and add customization Template according to user needs.
5) Add header and footer to long list of pages which is crucial.
6) Complete Mail Merge process.
7) Change layout of pages
8) Create Presentation, designing slides and add different Transition and Animation effect to objects and Slide

- **List of Practical's:**

1) Create a new folder on desktop
2) Create, rename, delete, and restore File from Recycle Bin.
3) Change icon of Folder from Disk.
4) Open Control Panel or Setting in Windows 10 to customize and personalize.
5) Creating Windows Login User Account
6) Change Time Zone and Language of Keyboard.
7) Personalization your computer according to your need like changing theme, changing color, changing start menu app.
8) Create class time Table in table format, save file.
9) Open any existing Template and customize according to your need.
10) Create two column page, add border to page and add Picture /Text Watermark.
11) Create two pages with Header and Footer, add current date on Footer and your College name on Header.

12) Create main document (letter/Notice/Invitation etc,) along with Recipients' Address (minimum five) then insert merge field, merge document, Preview and save/print it.
13) Create Blank or New Existing Template, Add few Slides and Edit content on each slides.
14) Change Background color of each slides make sure each slides has different background.
15) Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.
16) Create two Slides with Transition Effect on Each Slides
    I)   Insert WordArt on First Slide and Animate it.
    II) Insert Picture on Second slide and Animate it with Sound.

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	**40 Marks**